

SHORT-TERM RENTAL 2022 PERMIT RENEWAL INFO



CITY OF ASPEN

Do you have a valid 2021-2022 Vacation Rental Permit (Short-term Rental Permit) that was applied for on or before December 8, 2021?

If yes, you need to renew your permit by December 31, 2022, to continue renting your property as a short-term rental (STR) in 2023. The City of Aspen will begin accepting renewal applications in November, 2022; renewal applications will not be accepted prior to this date.

STEP 1

Beginning in November, 2022, you may submit a renewal application through MUNIRevs at [aspen.gov/STRs](https://www.aspen.gov/STRs). You will select from one of three STR permit types when you renew. As a 2022 permit holder, you will be guaranteed to receive the 2023 permit of your choice as long as you can meet the permitting requirements for the permit type you select.

STEP 2

Staff will review renewal applications in the order they were received. If an application is complete and compliant, staff will approve the review and applicants will be notified to update their business license.

If an application is deemed not complete or non-compliant, staff will attempt to contact applicants to request the information necessary for their review.

STEP 3

Once your renewal is approved, you will be notified that it is time to renew your business license in MUNIRevs. At this step, you should be prepared to pay all permitting and licensing fees.

STEP 4

Your STR permit and business license will be issued upon staff review approval and payment of fees.

The STR permit, in-unit messaging, and business license may be printed from your MUNIRevs account. The Good Neighbor Guide will be available for pick-up at the Community Development offices once your permit is issued. Permits will expire on 12/31/2023.

STEP 5

When your permit, business license, in-unit messaging and Good Neighbor Guide are displayed in your unit, you may continue operating your STR. Renewed permits will expire on 12/31/2023.

STR Permit Types

Lodging Exempt (STR-LE) are issued to qualified owner's representatives at lodges and condo-hotels which meet the definition of "lodge" in the Land Use Code; only one permit required per lodge property; no annual limit on number of rental nights.

Owner-Occupied (STR-OO) are issued to property owners that can submit two forms of proof that the property is their primary residence; annual limit of 120 STR nights. 2022 renewals are not subject to neighborhood noticing.

Classic (STR-C) are issued to owners whose property is not their primary residence. There is not an annual limit on the number of rental nights. Existing permit holders renewing under this option are not subject to the standards noticing requirements in 2023. Additionally, caps on STR-C permits do not apply to renewals for the 2023 year.

How do I determine the total occupancy for my property?

As a part of your renewal application, you will need to list the number of bedrooms in your STR, as well as the "total occupancy," or maximum number of permitted occupants, for the STR property.

The number of bedrooms in an STR determines the maximum number of occupants permitted. STR properties are limited to a total occupancy of two occupants per bedroom plus two additional occupants. However, if your STR is a studio, it is limited to a total occupancy of two occupants plus one additional occupant. STRs may be inspected for accuracy of bedroom count on the permit application and for compliance with occupancy limit requirements.

Example: A home with two bedrooms has a total occupancy of six permitted occupants; A studio apartment has a total occupancy of three permitted occupants.

SHORT-TERM RENTAL 2022 PERMIT RENEWAL INFO



CHECKLIST FOR RENEWAL APPLICANTS

Please be prepared to submit all of the following information and documentation when applying to renew your 2022 STR permit for a permit type specified below.

OWNER-OCCUPIED PERMIT (STR-OO) OR CLASSIC PERMIT (STR-C)

- Permittee info:** First/last name, mailing address, email address, and phone number.
- Qualified Owner's Representative info (if designated):** First/last name, physical address, email address, daytime & nighttime phone numbers, and entity or company name.
- STR Property info:** Physical address, [Pitkin County parcel ID number](#), [Pitkin County owner name](#), [City of Aspen zone district](#), number of bedrooms, number of permitted occupants, size of heated residence (square feet), location of parking spaces, location of fire extinguisher, day of trash/recycle/compost pick-up, and listing numbers for AirBnB or any other third party advertisements.
- Supplemental Documents to Application:** HOA Compliance Affidavit and Letter of Approval, Self Inspection Checklist and Affidavit, and previous notices of code violations or complaints filed against the property. *For Owner-Occupied permits, two forms of proof of primary residence are also required.*
- Business License:** Permittee and qualified owner's representative (if designated) must have active business licenses at time of permit renewal.

LODGING EXEMPT PERMIT (STR-LE)

- Permittee info:** First/last name, lodge mailing address, email address, and phone number. *For Lodging Exempt permits, the Qualified Owner's Representative is the Permittee.*
- Qualified Owner's Representative information:** First/last name, physical address, email address, daytime and nighttime phone numbers, and entity or company name.
- STR Property info:** Physical address of lodge property, [Pitkin County parcel ID number](#), [Pitkin County owner name](#), [City of Aspen zone district](#), and number of units covered under the permit, location of parking spaces, location of fire extinguisher, day of trash pickup, day of recycle pickup, day of compost pickup.
- Supplemental Documents to Application:** Lodging Exempt Affidavit, Self Inspection Checklist and Affidavit, previous notices of code violations or complaints filed against the property.
- Business License:** The qualified owner's representative and owners of each unit covered by the STR-LE permit must obtain business licenses from the City of Aspen Finance Department after application submission.

Supplemental documents can be accessed at <https://www.cityofaspen.com/1413/Apply-for-a-Short-term-Rental-Permit>.